Add Zoom Transcripts to Videos in Kaltura

Step 1 - Download Video and Transcript from Zoom

Go to cofc.zoom.us and Sign In.
Click Recordings from the left navigation.
Click on the title of the recording you want to upload to Kaltura.
Now click Download (# files). This should download the video and the audio transcript.
Locate the files on your computer as you'll need to know where they are for the Kaltura section.

Step 2 - Upload Video to Kaltura and add Captions

- Log into https://cofc.mediaspace.kaltura.com/
- Click on +ADD NEW > Media Upload in the upper right corner of the screen.
- Click Choose a file to upload and select the .mp4 you just downloaded from Zoom.
- Name the video under Name:.
- Choose your Publishing Status.
- Once the video is uploaded, click Go To Media.
- Now under Actions (located under the video and to the right slightly), choose Edit.
- Under the video, choose the Captions tab.
- Click Upload captions file
  - Next to Select a file: click Browse and choose the .vtt file (transcript) that you downloaded from Zoom.
  - Next to Language click Select Language and choose the correct language.
  - Accuracy and Label are optional.
  - Click Save.

Your caption file is now saved to your Kaltura video.